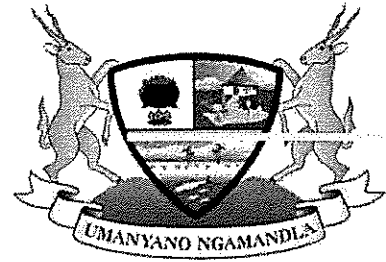


Mbizana Local Municipality



**TERMS OF REFERENCE FOR
FINANCE FOR NONE FINANCIAL MANAGERS COURSE
NAME OF PROJECT:
FINANCE FOR NONE FINANCIAL MANAGERS COURSE**

INTRODUCTION OF THE PROJECT

To obtain services of an Accredited Provider to do deliver a Skills Programme on Finance for None Financial Managers for a period of 3 days, the total number of people to be trained is seventy four (74) including Traditional Leaders.

The training must be aligned to the National Qualification Framework (NQF)

AIM OF THE PROJECT

The aim of the project is to capacitate the above people to acquire knowledge and skills in order to do the function effectively.

SPECIFICATION

- Deliver Training on Finance for None Financial Managers



- The learning covers theory aspect and the training manuals must be provided for all learners.
- To make sure that each and every learner is assessed.
- Accredited Certificates to be issued.

SCOPE OF WORK

- Conduct In-house Training on Finance for Non Financial Managers clearly specify the specific outcomes of the Training
- Issuing of Competence Certificates
- Delivery must be an NQF Level aligned training

KEY DELIVERABLES

Training will be conducted at appropriate venue as arranged by the Municipality and the service provider must provide:

- Facilitation of the training
- Learner guides/manuals
- Assessment criteria
- Moderation
- Attendance register must be provided during the sessions
- Evaluation forms at the end of the learning programme
- Accredited Certificates must be issued with a period of not more than six months after the training is done

EXPECTED OUTCOMES

The learners must be assessed and Certificates of competence be issued.

FUNCTIONALITY

- Previous experience: Three traceable references
- Capacity and expertise should be supported by valid accreditation letter or Certificate relevant to the Seta or Council on Higher Education (CHE)

- Methodology: A proven track record conducting of Management training.

PROJECT MANAGEMENT

The service provider will work close with Mbizana Local Municipality and Corporate Services Senior Manager as designated Project Manager.

The Municipality reserves the right to make direct bookings for any service with the service provider of its choice without utilizing the service of the appointed agency.

PROJECT TIMEFRAME

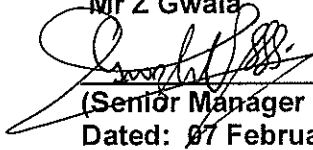
The Training provider must specify the duration of the training

PROJECT BUDGET

Service provider must present a work plan and budgets consist with the amount of work as specified in the scope of work. The work varies from time to time depending on the need from the Municipality as shall be confirmed via the means of an official order.

Submitted by:

Mr Z Gwala



(Senior Manager Corp Serv)
Dated: 07 February 2019